

TOWN OF HILTON HEAD ISLAND,  
SOUTH CAROLINA

REQUEST FOR QUALIFICATIONS (RFQ)  
ENGINEERING SERVICES  
RFQ No. 2009-0040

The Town of Hilton Head Island (Town) is requesting qualifications from qualified Surveying/Civil Engineering firms interested in providing consulting services for the following projects:

Project Name

- William Hilton Parkway / New Orleans Road Turn Lane Project
- Honey Horn Access Improvements

These projects are funded within the Town of Hilton Head Island's CIP for fiscal year 2010.

Sealed responses containing five (5) bound copies of the response should be hand delivered to or mailed via traceable means to the Town no later than 2:00 p.m. on Thursday, May 27<sup>th</sup>, 2010 at the following address:

Town of Hilton Head Island  
One Town Center Court  
Hilton Head Island, SC 29928-2701  
**ATTN: MR. DARRIN A. SHOEMAKER, P.E.**  
**RFQ 2009-0040 CIP ROAD PROJECTS**

All responses will be reviewed and evaluated by a selection committee of the Town. If warranted, additional information may be requested by the Town. To receive a complete Request for Qualifications including project summaries, or to submit inquiries concerning this request for qualifications, contact Mr. Darrin A. Shoemaker, P.E. during normal business hours at (843)341-4774.

**Project Descriptions:**

The two projects listed herein are essentially geometric improvements to aid in the movement of motor vehicle and non-motor vehicle traffic via the addition of auxiliary lanes, improvement of existing roadway geometrics, revisions to pavement markings, traffic signals, and the design of new or improvements to existing separated multi-use pathway facilities. Conceptual sketches summarizing the desired improvements and prepared by the Town are attached, as well as a location map.

Anticipated services shall include, but are not limited to the following:

- Pre-design meetings with Town staff to discuss project needs and design issues
- Field surveying of existing conditions, including trees, topography, property lines, drainage structures, utilities, existing edges-of-pavement, appurtenances, environmentally sensitive areas, etc.
- Inventory and assessment of public infrastructure within the project limits
- Evaluation of and recommendation for pavement design
- Wetland surveys and evaluation as required to satisfy the requirements of the Town of Hilton Head Island's Land Management Ordinance (LMO)
- Right-of-way or easement acquisition plat preparation
- Preliminary design preparation with 30%, 60% and 90% review intervals, and itemized cost and quantity estimates
- Meetings with Town staff and independent stakeholders to establish preferred engineering designs, report project status, review plans, make field investigations and offer general recommendations
- Present project overviews at public meetings as deemed necessary by the Town
- Acquire all permits required to construct the projects from the appropriate agencies, including environmental and right-of-way encroachment permits
- Final plans and specifications for bid procurement and construction
- Construction administration and support services as deemed necessary by the Town
- Other ancillary services deemed necessary to complete the projects

The Town of Hilton Head Island, by way of this RFQ, does not commit itself to award a contract or pay any costs incurred in the preparation of your response. The Town further reserves the right to accept or reject any or all responses received, to negotiate with all qualified firms, and to cancel the entire RFQ solicitation.

The responses and all information submitted shall be treated as privy information. Names of responding firms shall not be released to the public until the Town has executed a contract for the services outlined herein.

Inquiries for information concerning this request for qualifications may be obtained from Mr. Darrin A. Shoemaker, P.E., One Town Center Court, Hilton Head Island, SC 29928-2701, [darrins@hiltonheadislandsc.gov](mailto:darrins@hiltonheadislandsc.gov), or by calling (843)341-4774.

**Response Format:**

Responses are to be self-explanatory and designed in a manner to provide the Town with a straightforward presentation of the firm's capabilities and qualifications. Elaborate brochures and other promotional type materials that may inordinately encumber the selection process are not desirable. The format shall address and explain in detail the proposal response to each requirement of the RFQ outlined herein. The firm is encouraged to submit, for the Town's review, any additional information pertinent to the project.

**General Background and Resources:**

- Experience on similar projects (include client references)
- Outline of proposed work-plan and schedule including a summary of current workloads
- Organization and qualifications of personnel and contractors
- Summary of technical capabilities related to the projects as described
- Specialty qualifications and methodologies
- List of litigation history of the firm for the past five (5) years
- Additional related information pertinent to the selection process

**Project Experience:**

An explanation of any similar types of work completed successfully, including names and telephone numbers of previous clients on similar projects.

**Project Team:**

Provide an organizational chart identifying those who would be assigned to this project, including sub-consultants, and detailed background information or professional resume of each individual, including:

- Roles and responsibilities
- Education
- Professional registrations and/or certifications, listing states as applicable
- Office location(s)
- Role in past projects of this type
- Hourly or lump-sum billing rates for project-related tasks as appropriate

The project manager must be a professional engineer licensed to practice in the state of South Carolina.

**Workload Projections:**

Responding firms will provide present and anticipated workload of project team, showing each proposed team member's projected obligations depicted over the projected life of the project.

**Reserves:**

Each respondent will provide a description of available backup personnel, resources and their location.

**Sub-consultants:**

The name of any firm(s) that will be providing sub-consulting services to your firm in support of the project shall be provided, including office location(s) and contact information.

**Evaluation Factors/Oral Presentations:**

All qualified responses shall be reviewed and evaluated by a selection committee of Town staff. The highest qualified firms, using the selection criteria reflected below, will be required to provide an oral presentation of approximately an hour in length, including a period for questions proffered by Town staff, of their qualifications to the selection committee. The selection criteria will be as follow:

- Nature/comparability/quality of previously completed projects of similar scope, with the ability to demonstrate success on such projects to fruition. (35%)
- Qualifications/abilities/experience of personnel (35%)
- Project team location and experience working on Hilton Head Island (30%)

**Award of a Contract:**

After all oral presentations have been completed, the selection committee will rank all firms and forward their evaluation results to the Town Manager for review. The Town Manager will authorize the selection committee to enter into negotiations with the most qualified respondent(s). The selected firm(s) will be given written notification of being selected by the Town. The Town reserves the right to divide the work outlined herein into subsets, and to enter into contract negotiations on each individual subset with one of the respondents. Therefore, this work may be awarded in whole or in part at the sole discretion of the Town. The Town will negotiate and execute a contract with the selected firm(s) prior to the rendering of any actual services toward the completion of the project. Should contract negotiations fail to produce an agreement, the Town will negotiate with the next highest-ranked firm identified by the selection process. The contract will comply with applicable laws and standard provisions and in general contain the following terms:

- Detailed scope of services
- Schedule for providing services
- Fee schedule itemized by tasks
- Not-to-exceed contract amount.

The Town and firm(s) may mutually agree to amend the contract to include additional consulting services, which are required as a result of unforeseen circumstances and/or in order to complete the project. The Town and firm(s) may mutually agree to contract for additional services associated with projects both planned and unforeseen at this time. The selected firm(s) will not have exclusive rights to provide services for these projects, however.

**Governing Law:**

The firm must comply with the applicable laws of the State of South Carolina and the applicable ordinances of the Town of Hilton Head Island, a municipal corporation organized and existing under the laws of the state of South Carolina. Consultants selected for a contract award are required to possess a current Town of Hilton Head Island business license. Each prime contractor shall file with the project manager a list of subcontractors furnishing labor or materials for the project on an “as available” basis.

**Affirmative Action:**

The firm shall take affirmative action in complying with all state and federal requirements concerning fair employment, and the treatment of all employees, without regard to, or discrimination by reason of race, color, religion, sex, national origin, or physical handicap.

**Insurance:**

The firm shall maintain, throughout the performance of its obligations, a policy of Worker’s Compensation insurance with such limits as may be required by law or local ordinance. It shall also maintain a policy or policies of general liability insurance insuring against liability for injury and death of persons, and damage and destruction of property. Such general liability insurance shall have limits as required by the city, county, state and federal standards.

**Indemnification:**

The Town, its directors, agents, and employees shall be held harmless from liability from any damages, claims, or actions of any nature arising from the tasks associated with the project’s completion, provided that such liability is not attributable to negligence on the part of the Town.